



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Director's & Staff
Re: City Administrator Report for January 6, 2014 Regular City Council Meeting
Date: January 6, 2014

Special Meeting: Staff requests a special meeting for Monday, January 27th to receive and file the 2013 year end reports by City staff.

Social Media Policy: Staff is working on a draft social media policy for consideration at January 21, 2014.

City Code Update: Based on comments and input from the Governing Body Staff is working on options to amend the municipal code in the following areas: Public Space/Road closure Policy (01.21.2014); Fireworks (01.21.2014); Dog Bites (02.03.2014); Fee Schedule (02.03.2014); Vendor Permit process (02.18.2014)

Community Plan: The kick-off is scheduled for early to January 23, 2014. Letters are being mailed tomorrow. A list of all steering committee members will be presented in the January 13th City Administrator's report.

City Hall Remodel: This week staff will construct a project timeline, which will be included in the January 13th City Administrator's report.

Front Porch Project: If you have ideas for the front porch project please discuss or provide examples by January 21st so these items can be incorporated into a workshop/special meeting on February 10th at 7pm.

2014 IT Purchase: Staff will present a request to purchase computers for all cost centers. The 2014 operating budget budgets \$10,900 for computer replacement. Staff will request to replace 8 computers, which system computers that operate the waste water treatment facility.

UPCOMING CITY COUNCIL AGENDA ITEMS:

- January 21st (Tuesday)
 - Social Media Policy Review
 - Public Space/Road Closure Policy Update
 - Discussion of Fireworks
 - 2014 GPD Fleet Purchase

- Resolution Setting 02.18.2014 Bond Sale Date for St Andrews 4th GO Bonds
- Drainage Issue between residential property & Kwik Shop

NOTE:

- Planning Commission meeting is **Thursday, January 9th** at 7pm in City Hall.
- Library Board meeting is **Monday, January 13th** at 7pm in the Public Library.
- Municipal Court is **Monday, January 14th** at 7pm in City Hall.
- City Hall will be closed on **Monday, January 20th** in observance of the Dr. King Holiday.
- Goddard Community Plan Kick-Off. Time & location to be determined.
- City Council meeting is **Tuesday, January 21st** at 7pm in City Hall. Please note the change of date due to the observance of the Dr. King Holiday.
- Special City Council Meeting/Workshop to receive 2013 department reports and to finalize 2014 City Council work plan is **Monday, January 27th** at 7pm in the City Council chambers.
- Municipal Court is **Monday, January 14th** at 7pm in City Hall.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Director's & Staff
Re: City Administrator Report for January 20, 2014 Regular City Council Meeting
Date: January 21, 2014

Special Meeting: January 27th at 7pm in the City Council Chambers for the 2013 yearend report and 2014 Council work plan.

City Code Update: Based on comments and input from the Governing Body Staff is working on options to amend the municipal code in the following areas: Storage Containers (02.03.2014); Dog Bites (02.03.2014); Fee Schedule (02.18.2014); Vendor Permit process (02.18.2014)

Community Plan: The Steering Committee kick-off meeting will occur January 23rd at 7pm in the Community Center. The Governing Body focus group is scheduled for February 10th at 7pm in the City Council Chambers. The City employee focus group is scheduled for February 20th. Each group is to meet independently of the others. There will be additional meetings with various community constituencies that are not listed above (i.e. neighborhood associations, civic groups, etc.). The following community members have been sent Steering Committee letters: Jaimie Coyne, Matt Fouts, Debbie Hahn, Roy Jones, Russell Kessler, Jim Philipe, Enrique Ramirez, Clarence Respress, Paul Rhodes, Chris Stevens, and Mary Trione. The ideal number of steering committee members is between nine and twelve members.

City Hall Remodel: Work is progressing and more discussion will occur at the January 27th special meeting.

Front Porch Project: If you have ideas for the front porch project please discuss or provide examples by the close of business on Thursday, January 23rd so these items can be incorporated into the February 3rd City Council meeting. Please note that this meeting was originally planned for February 10th but was postponed for the Governing Body's Community Plan focus group.

Confirmation Lights: Installation of the confirmation lights will occur tomorrow morning at approximately 9 am tomorrow morning. The duration of the work is unknown at this time but City personnel will be clear of the intersection of 23rd & 199th Street by the end of the school day. It is possible that work may take several days and care will be given to minimize the impact on traffic, especially school traffic.

Everbridge Notifications: Staff is regularly sending updates on utility digs, service outages, etc. Not only are the affected residents notified but so are the governing body (on calls other than

scheduled utility customer work), the City staff leadership team, and customer care staff who are the City's first contact when they call City Hall. These notifications are sent via phone, email, and text message. Unless affected/impacted by the work underway or to be performed, members of the Governing Body should only receive the message via email.

Goddard Glance: Please see the attached February Goddard Glance that residents and utility customers will receive the first week of February.

Violence in the Workplace Policy: This will update the City's current policy to reflect changes in the past legislative session related to City employee conceal carry permit holders. This item will be presented at the February 2nd meeting for review and comment.

Municipal Court Ordinances: City Prosecutor Kristen Wheeler is working on draft ordinances for municipal court operations that will be presented at the February 3rd City Council meeting for review and comment. This will include the addition of a trial date as well as changes for probation, etc.

UPCOMING CITY COUNCIL AGENDA ITEMS:

- February 3rd
 - City Code Review & Update
 - Violence In The Workplace Policy Update
 - Elk Ridge Phase 2 Engineering Service Agreement
 - Front Porch Project Discussion
 - Municipal Court Date Draft Ordinance Review & Comment

NOTE:

- Community Plan Steering Committee meeting is **Thursday, January 23rd**.
- Municipal Court is **Tuesday, January 28th** at 7pm in City Hall.
- Kansas Day, **January 29th** US Flags will be displayed in observance of Kansas Day.
- Special City Council Meeting/Workshop to receive 2013 department reports and to finalize 2014 City Council work plan is **Monday, January 27th** at 7pm in the City Council chambers.
- Regular City Council meeting is **Monday, February 3rd** at 7pm in City Hall.
- Special City Council Meeting/Community Plan Workshop is **Monday, February 10th** at 7pm in the City Council Chambers.
- Library Board meeting is **Monday, February 10th** at 7pm in the Public Library.
- Planning Commission meeting is **Thursday, February 13th** at 7pm in City Hall.
- City Offices are closed in observance of President's Day holiday on **Monday, February 17th** and will reopen Tuesday at 8am.
- Regular City Council meeting is **Tuesday, February 18th** at 7pm in City Hall.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Director's & Staff
Re: City Administrator Report for February 18, 2014 Regular City Council Meeting
Date: February 18, 2014

Water Supply Line Project: This project should be completed within the next week or two. The line is now charged with water and last week underwent disinfection. This week contractors will be flushing the line, performing pressurization and leakage tests. The chlorination building should be completed this week as well. We hope to have the project completed and the line in service within the next two to three weeks.

City Code Update: Based on comments and input from the Governing Body Staff is working on options to amend the municipal code in the following areas: Dog Bites (03.03.2014), if needed; Fee Schedule (03.03.2014); Vendor Permit process (03.03.2014).

City Hall Remodel: Phase I remodel of the storage and police areas is complete.

Community Plan: The Steering Committee kick-off was held on January 23rd and the Governing Body focus group occurred on February 10th. The City employee focus group is scheduled for this week, on February 20th. Each group is to meet independently of the others. There will be additional meetings with various community constituencies that are not listed above (i.e. neighborhood associations, civic groups, etc.). The following community members have been sent Steering Committee letters: Jaimie Coyne, Matt Fouts, Debbie Hahn, Roy Jones, Russell Kessler, Jim Philipe, Enrique Ramirez, Clarence Respress, Paul Rhodes, Chris Stevens, and Mary Trione. I have included a sheet with several meeting dates. This sheet will be updated later this week and will disseminated once the calendar is finalized.

Front Porch Project: I have included a project timeline with my report. The next action item is the April 7th when the Governing Body will select a design concept and/or offer alternatives to what has been presented.

Confirmation Lights: Confirmation lights for the intersection of Maple & 167th Street have been purchased and will be installed the week of March 17th through the 21st during spring break.

Violence in the Workplace Policy: This was planned to be updated at today's meeting however it will be presented in March. The delay is caused by the City's effort to present a commonsense policy that is easily understandable by all employees.

Wastewater Treatment Facility Monitoring & Alarm System: Staff will present a request to purchase an upgrade to the WWTF's automated computer operating system's alarm. The current system is no longer maintained as it operates on the defunct Windows NT operating system. The new system will operate using the Windows 7 operating system. The replacement cost is approximately \$5,500.

2014-2019 Capital Improvement Budget: A special meeting is scheduled for March 10th to begin work on the 2014-19 CIP program. The CIP budget is the beginning of the 2015 budget season.

ADA Compliance Pool Swing Purchase: Staff will present a request to purchase a pool swing at the March 17th meeting. The pool swing purchase is not only the right thing to do but it is also required to be compliant with the American Disabilities Act ("ADA").

2014 City Activity Calendar: Please find attached with this report the 2014 City Activity Calendar.

Electronic Agenda's: For tonight's City Council meeting City staff is using personal electronic devices to read and work through the City Council agenda. The City saved approximately \$158 in printing costs by not printing employee agenda packets. If you are interested in participating in this program please comment. We are interested in developing a cost saving and fiscally prudent policy that saves the taxpayers money.

183rd Street Design: City Engineer Harlan Foraker is working on preliminary cost estimates for the engineering and design of 183rd roadway from Kellogg north to Maple. This item will be a discussion item in the CIP process.

Comprehensive Plan Update: The Planning Commission met February 13th to work through the draft comprehensive plan and will conduct a public hearing with the purpose of recommending the Governing Body adopt the comprehensive plan at the April 10th Planning Commission Meeting. The Governing Body can expect to review the plan at the April 21st regular meeting. It is estimated the City Council consider adoption of the plan at the May 5th regular meeting. Please see the attached Comp Plan Adoption timeline.

UPCOMING CITY COUNCIL AGENDA ITEMS:

- March 3rd
 - City Code Review & Update
 - Violence In The Workplace Policy Update
 - Elk Ridge Phase 2 Engineering Service Agreement
 - Municipal Court Ordinance
 - Park & Right-Of-Way Mowing RFP (tentative)

- March 17th
 - Code Review & Update
 - Copier Purchase/Lease & Service Agreement (tentative)
 - Pool Swing Purchase
 - Capital Improvement Program

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of March 3rd – March 10th
Date: March 3, 2014

Honorable Mayor and City Council,

Below is a highlight of items of note for the City.

- **E-Ticket:** The Goddard Police Department has been using the digi-Ticket software and appliances to move to electronic ticketing. This technology is now operational and has experienced little integration issues. The technology will be highlighted during the first quarter department report in April.
- **GPD Record Management System Upgrade:** Chief Houston and GPD staff are working to synchronize the City's existing system with the new RMS hosted by the State of Kansas.
- **Winter Weather Response:** Public Works pretreated the roadways on Wednesday February 26th for the Thursday (2/27) event. City crews responded Saturday morning to prepare the roadways for the winter storm that arrived over the weekend. The City informed the public of our response through Twitter, Facebook, and the City's winter weather page.
- **Code Violation:** City staff has notified a property owner of blighted conditions in the 400 block of Goddard Road. We believe a violation exists related to Chapter VIII Articles 2 & 3 of the Health code. City Community Development staff has sent a letter requesting immediate abatement. Should the City fail to receive a response the City will undergo the formal abatement process on Monday, March 10th.
- **Orschlen's Building Permit:** Director of Community Development Justin Givens has issued a building permit for the Orschlen's project located on Kellogg Drive and Main Street. The project is worth \$2.3 Million and the permit fee totaled \$7,000. The City retains \$3,500 and will pay Sedgwick County the remaining \$3,500 in accordance with our agreement for their building inspection services. The property taxes from this project will not likely be reflected until the 2016 budget year.
- **Waterline Project:** Water leak and pressure testing will continue later this week. The chlorination building is almost complete. Westar needs to connect the building to electrical power. Once this is complete process testing will commence. When the weather warms seeding will occur along the route, which should be on or around March 15th.

- STAR Bond Project: Work continues on the development agreement negotiation and bond document structure and formatting. I anticipate presenting a project plan sometime in March or early April. The development agreement will be presented the following meeting. I believe that we can keep our tasks on the regular meeting schedule but please do not rule out a special meeting.
- Truck Stop: I am hopeful that this property will have a new owner within the next week or two. Once we have been able to verify that there is a new property owner Justin Givens and I will visit with the new property owner/representative to work on mitigating the violations and improving the condition of the property. I will provide an update when the sale is complete.
- Position Description & Salary Survey: Assistant to the City Administrator Kyler Ludwig and I are working on a salary survey of first tier suburbs in the Wichita Metro area. The Police Department has current position descriptions. The other departments are beginning work on the workflow analysis for each department. These items will be presented at the April 21st or May 5th regular meeting.
- Capital Improvement Program & Budget: A special meeting will be held on Monday, March 10th to create a list of potential projects for inclusion in the 2014-2019 program.
- Copier RFP: I hope to have a copier RFP completed and distributed by the next regular meeting.

March 17th AGENDA ITEMS:

- Annual KOMA/KORA Training from Hugo Wall School
- CIP Process Follow-Up (Special Meeting March 10th)
- Mowing RFP Award
- Review Fee Schedule
- Review Vendor Permit Process
- Swimming Pool Chair Lift
- Approve STAR Bond Project Plan (*Tentative*)
- Executive Session Related to Non-Elected Personnel

UPCOMING MEETINGS & EVENTS:

- Community Plan Steering Committee meeting is **Thursday, March 6th** at 6pm in the Community Center. This meeting is for the appointed community members who are overseeing the process.
- Special City Council meeting is **Monday, March 10th** at 7pm in the City Council Chambers.
- Goddard Municipal Court arraignment docket is **Tuesday, March 11th** at 7pm in the City Council Chambers.
- Planning Commission meeting is **Thursday, March 13th** at 7pm in the City Council Chambers.
- Regular Council meeting is **Monday, March 17th** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of March 17th – March 24th
Date: March 17, 2014

Honorable Mayor and City Council,

Below is a highlight of items of note for the City.

- **GPD Record Management System Upgrade:** Chief Houston and GPD staff are working to synchronize the City's existing system with the new RMS hosted by the State of Kansas.
- **Code Violations:** Staff will present a full report of all violation cases at the April 21st Council meeting as part of the Community Development Department's first quarter report. An interim report is available on your iPad through dropbox. In accordance with the governing body's wishes City staff will no longer "work with" citizens for remediation of nuisance cases. The City will send the initial letter making the resident aware of the violation and requesting immediate remediation within 10 days of the date of the letter before the formal code enforcement process begins. Citizens who desire additional time will make their case before the governing body.
- **Waterline Project:** Work continues but the project is essentially complete. Over the next several weeks crews will be completing small tasks such as cleaning up the trail crossing just west of Walnut Street by the bus barn, planting trees and laying sod and/or planting grass.
- **STAR Bond Project:** Work continues on the development agreement negotiation and bond document structure and formatting. I hope to present the development agreement and project plan sometime in mid-April. It might be necessary to have a special meeting for this to occur.
- **Truck Stop:** Nothing new to report. City legal counsel Ryan Peck is attempting to identify the new owner. Please look to a future report for additional information.
- **Position Description & Salary Survey:** Assistant to the City Administrator Kyler Ludwig and I are working on a salary survey of first tier suburbs in the Wichita Metro area. The Police Department has current position descriptions. The other departments are beginning work on the workflow analysis for each department. These items will be presented at the May 5th regular meeting.

- Copier RFP: I developing a copier RFP and hope to have it distributed by the end of March. I hope to present a bid award at the April 21st.
- Community Plan: The plan is rolling along! WSU facilitators have conducted focus groups with the Governing Body, City Staff, the Library Board, the Senior Club, The Women's Club, and the Chamber of Commerce. Meeting are planned with the Lions Club and Spring Hill & Season's Home Owners Associations. Corrine Bannon is working with the school district to distribute a brief questionnaire that should be received by early April. There is an open house planned for early June to solicit community input. Tanganyika has offered to host the event free of charge and the Time-Sentinel Newspaper will do a series of stories regarding the plan, its process, and why it is crucial for community members to participate.
- 2015 Budget: City Treasurer Matt Lawn is working on the preliminary forms and working with me to revise numbers. The Capital Improvement Budget will be presented in April with the Water & Sewer operating budgets in May and finalized on June 2nd.
- Sales Tax: City Staff will present an overview of the process and a proposed timeline in April.
- Annexation: Due to the encroachment of neighboring cities it has become necessary to consider annexation of available properties. City staff will present a plan for discussion and consideration at a future meeting. It may be beneficial to conduct a workshop on this matter.

April 7th AGENDA ITEMS:

- CIP Process Follow-Up
- Front Porch/Goddard Greening (*Tentative*)
- Community Center Improvement Discussion (*Tentative*)

UPCOMING MEETINGS & EVENTS:

- Municipal Court trial docket is **Tuesday, March 25th** at 7pm in the City Council Chambers.
- Regular Council meeting is **Monday, April 7th** at 7pm in the City Council Chambers.
- Municipal Court arraignment docket is **Tuesday, April 8th** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of April 7th – April 13th
Date: April 7, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City.

- STAR Bond: Work continues on a development agreement and finalized project plan. It is anticipated that Governing Body will consider the ordinances to approve the STAR Bond project plan, and call for the issuance of STAR Bonds. Bond issuance would occur in May.
- Code Violations: A citizen has requested a hearing before the City Council regarding a notice of violation. This public hearing will occur on April 21st.
- Employee Wellness: Mayor Gregory and staff are meeting with a representative of the Greater YMCA to discuss employee wellness. The YMCA administers a low cost employee wellness program and Y-membership. More information will be presented at a future meeting.
- Truck Stop: City legal counsel Ryan Peck has attempted numerous phone and email contacts with the property management company in Florida. He has not received any reply. City staff is pursuing of a nuisance case with the owner of record.
- Position Description & Salary Survey: Assistant to the City Administrator Kyler Ludwig and I are working on a salary survey of first tier suburbs in the Wichita Metro area. The Police Department has current position descriptions. The other departments are beginning work on the workflow analysis for each department. These items will be presented at the May 5th regular meeting.
- Copier RFP: I had hoped to present this item but due to time constraints will not be able to distribute an RFP until later this week or early next. I hope to present bids to the Governing Body at the May 5th regular meeting.
- Community Plan: The plan is progressing and there is nothing new to report at this time.

- 2015 Budget: City Treasurer Matt Lawn is working on the preliminary forms and working with me to revise numbers. The Water & Sewer operating budgets will be presented in May and finalized on June 2nd.
- Sales Tax: City Staff has created a tentative timeline for the sales tax initiative.
 - May 12th – Special Work Session on ballot proposition
 - May 19th – Call for an election and approve the ballot proposition
 - July – Publish Notice of Election once each week for 2 weeks
 - August 26th -- Election Date
- Annexation: Due to the encroachment of neighboring cities it has become necessary to consider annexation of available properties. City staff will present a plan for discussion and consideration at a future meeting. It may be beneficial to conduct a workshop on this matter.
- Wastewater Treatment Computer System: The freeware that has been utilized to record and report the plant operations to KDHE has stopped working. The cause is due to the system update to Windows 7, which was necessitated because Microsoft no longer supports Windows XP. The estimated cost is \$6,000, including installation.

April 21st AGENDA ITEMS:

- STAR Bond Development Agreement
- STAR Bond Project Plan
- CIP Adoption
- Nuisance Hearing
- Chamber of Commerce Request for 2014 Distribution
- Review Draft Water Conservation Plan
- 1st Quarter Reports
- Community Center Discussion Follow-Up (*If Necessary*)

UPCOMING MEETINGS & EVENTS:

- Municipal Court trial docket is **Tuesday, April 7th** at 7pm in the City Council Chambers.
- Planning Commission Meeting is **Thursday, April 10th** in the City Council Chambers.
- Brush & Compost Site is open **Saturday, April 12th** from 9am to noon.
- Regular Council meeting is **Monday, April 21st** at 7pm in the City Council Chambers.
- Municipal Court trial docket is **Tuesday, April 22nd** at 7pm in the City Council Chambers.
- Community Easter Egg Hunt is **Saturday, April 12th** at 10am on the Discovery Intermediate.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of April 14th – April 21st
Date: April 21, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City.

- Employee Wellness: Mayor Gregory and staff are meeting with a representative of the Greater YMCA to discuss employee wellness. The YMCA administers a low cost employee wellness program and Y-membership. More information will be presented at the May 5th regular meeting. Total cost should be less than \$10,000 annually.
- Truck Stop: There is nothing new to report. City legal counsel Ryan Peck has attempted numerous phone and email contacts with the property management company in Florida. He has not received any reply. City staff is pursuing of a nuisance case with the owner of record.
- Copier RFP: I had hoped to present this item but due to time constraints will not be able to distribute an RFP until later this week or early next. I had hoped to present bids to the Governing Body at the May 5th regular meeting but will distribute RFP's in late April or early-May.
- 2015 Budget: I continue to work with City Treasurer Matt Lawn on the preliminary forms and revised numbers for the 2014-2015 operating budget. The Water & Sewer operating budgets will be presented in May and finalized on June 2nd.
- Sales Tax: City Staff has created a tentative timeline for the sales tax initiative.
 - May 12th – Special Work Session on ballot proposition
 - May 19th – Call for an election and approve the ballot proposition
 - July – Publish Notice of Election once each week for 2 weeks
 - August 26th -- Election Date
- Wastewater Treatment Computer System: The freeware that has been utilized to record and report the plant operations to KDHE has stopped working. The cause is due to the system update to Windows 7, which was necessitated because Microsoft no longer supports Windows

XP. We will likely be presenting a request authorization to spend an estimated \$6,000, which includes installation.

- Traffic Signals: Blue lights aka confirmation lights will be installed on Saturday, May 3rd for the intersection of Maple & 167th Streets.
- 2015 Fall Festival: A planning meeting will occur tomorrow, April 22nd from 6:30 pm to 8:00 pm in the Pizza Hut meeting room.
- Community Center Repairs/Improvements: At the May 5th regular meeting Staff will present bids for the AC & Heating Air. Bids for the foundation and electrical issues will be presented at the May 19th or June 2nd meeting.

May 5th AGENDA ITEMS:

- Goddard Explorer Scout Presentation for Community Projects
- Sales Tax Ballot Measure
- Community Center HVAC
- Water Base Budget
- Sewer Base Budget
- Employee Wellness Program thru YMCA
- Waste Water Treatment Facility Software Purchase
- City Hall Flower Bed Project (in memory of Gary Rundell)

UPCOMING MEETINGS & EVENTS:

- Fall Fest Planning Committing Meeting is **Tuesday, April 22nd** at 6:30 in the Pizza Hut.
- Municipal Court trial docket is **Tuesday, April 22nd** at 7pm in the City Council Chambers.
- Regular City Council meeting is **Monday, May 5th** at 7pm in the City Council Chambers.
- Planning Commission Meeting is **Thursday, May 8th** in the City Council Chambers.
- Regular Chamber of Commerce meeting is **Thursday, May 8th** at noon in the Pizza Hut.
- Brush & Compost Site is open **Saturday, May 10th** from 9am to noon.
- Special City Council meeting is **Monday, May 12th** at 6:30pm in the City Council Chambers.
- Municipal Court trial docket is **Tuesday, May 13th** at 7pm in the City Council Chambers.
- Regular Council meeting is **Monday, May 19th** at 7pm in the City Council Chambers

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of May 5th – May 11th
Date: May 5, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City.

- Truck Stop: There is nothing new to report. City legal counsel Ryan Peck has attempted numerous phone and email contacts with the property management company in Florida. He has not received any reply. City staff has sent notice of a nuisance violation to the owner of record.
- Copier RFP: This item will go out this week with a June 16th bid award.
- 2015 Budget: I continue to work with City Treasurer Matt Lawn on the preliminary forms and revised numbers for the 2014-2015 operating budget. The Water & Sewer operating budgets will be presented in May and finalized in June.
- Sales Tax: The timeline for the sales tax initiative is unchanged.
 - May 12th – Special Work Session on ballot proposition
 - May 19th – Call for an election and approve the ballot proposition
 - July – Publish Notice of Election once each week for 2 weeks
 - August 26th -- Election Date
- Wastewater Treatment Computer System: This will be presented at the May 19th meeting. The cause is due to the system update to Windows 7, which was necessitated because Microsoft no longer supports Windows XP. We will likely be presenting a request authorization to spend an estimated \$4,301, which includes installation and a 10% contingency.
- Traffic Signals: Blue lights aka confirmation lights were installed this past weekend at the intersection of Maple & 167th Streets.
- 2013 Audit Services: Last week the City received word that Auditor Ron Bouska is unexpectedly retiring effective immediately. Staff has solicited proposals from four CPA firms to perform the

2013 audit. City Treasurer Matt Lawn will present a 2013 audit proposal at the May 12th but certainly by the 19th meeting.

- Road Project Authorizations: Staff will present resolutions authorizing roadway improvements to 183rd Street North from Kellogg to Maple and to improve the intersection of Kellogg & Barber (between 199th & 183rd). The 183rd Street project will be to survey and engineer the project so that the improvement will be “shovel ready” which will help in making the project competitive for WAMPO funding. The Kellogg & Barber project will be a geometric improvement and include the signalization of the intersection. This project will serve the STAR Bond district and allow direct access off of Kellogg. The signalization will be beneficial in attracting additional commercial development into the area.
- Water Line Project: The grass seeding within Linear Park is not filling in as effectively as we would like, therefore Staff is increasing watering times and duration to enhance sprouting. Staff will be taking chlorine residual tomorrow. We hope to begin pumping the wells through the new 16” line tomorrow morning.
- Walnut Street Project: The pavement cores and subgrade sampling report is due Tuesday (5/6) or Wednesday (5/7). Once received City Engineer Harlan Foraker will begin to design the new roadway to meet the specific base & subgrade, which will be followed by an RFP. We anticipate a late June to early July construction date.

May 19th AGENDA ITEMS:

- Goddard Explorer Scout Presentation for Community Projects
- Sales Tax Ballot Measure
- Waste Water Treatment Facility Software Purchase
- Water Base Budget
- Sewer Base Budget
- Roadway Authorization Resolutions

UPCOMING MEETINGS & EVENTS:

- Regular City Council meeting is **Monday, May 5th** at 7pm in the City Council Chambers.
- Planning Commission Meeting is **Thursday, May 8th** in the City Council Chambers.
- Regular Chamber of Commerce meeting is **Thursday, May 8th** at noon in the Pizza Hut.
- Brush & Compost Site is open **Saturday, May 10th** from 9am to noon.
- Special City Council meeting is **Monday, May 12th** at 6:30pm in the City Council Chambers.
- Municipal Court trial docket is **Tuesday, May 13th** at 7pm in the City Council Chambers.
- Regular Council meeting is **Monday, May 19th** at 7pm in the City Council Chambers
- Municipal Court trial docket is **Tuesday, May 27th** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of May 19th – May 26th
Date: May 19, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City.

- Road Project Authorizations: Staff will present resolutions authorizing roadway improvements to 183rd Street North from Kellogg to Maple and to improve the intersection of Kellogg & Barber (between 199th & 183rd). The 183rd Street project will be to survey and engineer the project so that the improvement will be “shovel ready” which will help in making the project competitive for WAMPO funding. The Kellogg & Barber project will be a geometric improvement and include the signalization of the intersection. This project will serve the STAR Bond district and allow direct access off of Kellogg. The signalization will be beneficial in attracting additional commercial development into the area. Staff has a meeting on Monday, May 21st with KDOT for the Barber & Kellogg project.
- Emprise Bank Driveway: The City’s contractor along with City staff completed the removal of the old driveway and drainage flume. City staff installed the new drainage flume and Circle C paving completed the concrete work. Due to the depth of the concrete this project requires a full week to cure. Director of Community Development Justin Givens and I have a meeting with the Emprise Bank’s Vice President of Properties on May 28th to discuss Emprises long term use of the property. The former occupant of the location, Prairie State Bank granted the City a perpetual ingress/egress easement through the front drive of the property. This easement is highly travelled and the current configuration of the property is design deficit for the traffic volume.
- Water Line Project: The new supply line is fully operational. The only item remaining is the planting of trees and to ensure the grass seeding fills in on the site.
- Walnut Street Project: City Engineer Harlan Foraker has reviewed the core data. He is currently designing the street to meet the specific base & subgrade requirements of the core, which will be followed by an RFP. We anticipate a late June to early July construction date.

- Elk Ridge Temporary Notes: Staff will present a resolution authorizing the sale of temporary notes for Elk Ridge Phase II. The issuance is for the previously awarded Water & Sewer work as well as the work for bids that are planned to be awarded at the June 16th regular meeting for the Stormwater and paving improvements.
- City Administrator Blog: I am currently working on a blog that will be linked through the City's website that will focus on public management, City events, and pertinent issues facing our community. I will send out an email and update social media when the blog is available. The topics will include an introduction to the blog along with its intended purpose, an introduction and overview of the necessity of citizen/civic engagement, and a review of active projects before I begin to focus on items relevant to our community.

June 2nd AGENDA ITEMS:

- Appointment to the Planning Commission
- Appointment to the Library Board
- Roadway Authorization Resolutions
- Resolution Authorizing the sale of Elk Ridge Phase II Temp Notes
- Water Base Budget Follow-Up
- Sewer Base Budget Follow-Up

UPCOMING MEETINGS & EVENTS:

- Municipal Court trial docket is **Tuesday, May 27th** at 7pm in the City Council Chambers.
- Special City Council meeting is **Wednesday, May 28th or Thursday, May 29th** at 6:30pm in the City Council Chambers. ***Tentative***
- Regular City Council meeting is **Monday, June 2nd** at 7pm in the City Council Chambers.
- Municipal Court arraignment docket is **Tuesday, June 10th** at 7pm in the City Council Chambers.
- Planning Commission Meeting is **Thursday, June 12th** in the City Council Chambers.
- Regular Chamber of Commerce meeting is **Thursday, June 12th** at noon in the Pizza Hut.
- Brush & Compost Site is open **Saturday, June 14th** from 9am to noon.
- Regular Council meeting is **Monday, June 16th** at 7pm in the City Council Chambers.
- Special Council meeting is **Monday, June 23rd** at 6:30 pm in the City Council Chambers.
- Municipal Court trial docket is **Tuesday, June 24th** at 7pm in the City Council Chambers.
- Special Council meeting is **Monday, June 30th** at 6:30 pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of June 2nd – June 8th
Date: June 2, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City.

- Road Project Authorizations: Staff met with the area KDOT Engineer on Monday, May 21st. It was recommended that the City consider retaining a traffic engineer to conduct a traffic impact analysis (TIS) on Kellogg. A TIS is a routine and necessary step in the process. City Engineer Harlan Foraker has been in contact with three engineering firms who can conduct the TIS. An RFQ will be distributed to the firms with a tentative award date of July 7th. Resolutions authorizing the project and the 183rd Street project will be forthcoming.
- Water Line Project: The new supply line is fully operational. The only item remaining is the planting of trees and to ensure the grass seeding fills in on the site. A meeting is scheduled between City staff, the contractor, and a nursery to determine the exact number and type of trees to be planted. We look to plant a combination of heritage (slow growth) trees and faster growing trees to maximize multigenerational canopy cover for the park.
- Walnut Street Project: City Engineer Harlan Foraker has reviewed the core data. He is currently designing the street to meet the specific base & subgrade requirements of the core, which will be followed by an RFP. We anticipate a late June to early July construction date.
- Elk Ridge Temporary Notes: Staff will present a resolution authorizing the sale of temporary notes for Elk Ridge Phase II. The issuance is for the previously awarded Water & Sewer work as well as the work for bids that are planned to be awarded at the June 16th regular meeting for the Stormwater and paving improvements.
- City Administrator Blog: I hope to have this up and running this week. I will send out an email and update social media when the blog is available. The topics will include an introduction to the blog along with its intended purpose, an introduction and overview of the necessity of citizen/civic engagement, and a review of active projects before I begin to focus on items relevant to our community.

- Water Tower Complex & Well Computer: A purchase was made for a new computer to control the water wells and the water tower complex pumps. This computer is used solely to control the wells and the tower pumps. Cost is \$750 and the computer should arrive and be on line next week.
- Oak Street Water Valve Replacement: On June 4th City crews will replace the broken water valve on Oak Street near Kellogg. There will not be any access to Oak Street from Kellogg while the work is underway. Residents will be allowed into their homes but no through traffic is allowed. There will be a limited service outage, including Oak Street Elementary.
- 2014 Utility Manhole Rehab: It is time to authorize the repairs as part of the City's annual sanitary sewer manhole rehabilitation program. With the STAR Bond coming on line, Tylor has focused efforts on the sewer line that will carry the load for the facility. The estimated cost to complete this repair is \$32,550 to rehab 8 manholes. Due to cost concerns within the sewer budget Staff will recommend awarding a reduced number of manholes to meet budget constraints. More information will follow during the sewer budget sessions.
- Dump Truck Repair: The Sterling (white) dump truck bed is in dire need of repair. Staff will present a request to repair the bed and its superstructure at the June 16th meeting.

June 16th AGENDA ITEMS:

- Appointment to the Library Board
- Receive & File Activities Committee Report & Funding Allocation Request
- Tanganyika Wildlife Park Roadway Closure Request
- Tanganyika Wildlife Park Request for Funding Request for Pumpkins in the Park
- Resolution Authorizing the sale of Elk Ridge Phase II Temp Notes
- Dump Truck Repair
- 2014 Manhole Rehab Authorization
- Water Base Budget Follow-Up
- Sewer Base Budget Presentation

UPCOMING MEETINGS & EVENTS:

- Municipal Court arraignment docket is **Tuesday, June 10th** at 7pm in the City Council Chambers.
- Planning Commission Meeting is **Thursday, June 12th** in the City Council Chambers.
- Regular Chamber of Commerce meeting is **Thursday, June 12th** at noon in the Pizza Hut.
- Brush & Compost Site is open **Saturday, June 14th** from 9am to noon.
- Regular Council meeting is **Monday, June 16th** at 7pm in the City Council Chambers.
- Special Council meeting is **Monday, June 23rd** at 6:30 pm in the City Council Chambers.
- Municipal Court trial docket is **Tuesday, June 24th** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for June 30th
Date: June 30, 2014

Honorable Mayor and City Council;

Below is a brief report on the upcoming July 7th Regular City Council Meeting.

- Elk Ridge Temporary Note Bid Award & Authorization: A request to award a bid for the sale of temporary notes for Elk Ridge Phase II will be presented. This will be followed by a resolution that will authorize the issuance, sale, and delivery of the temporary notes to the winning bidder. Please recall that it is customary to receive these agenda reports the day of the meeting as the bid deadline is Monday, July 7th at 2pm.
- Approval of the Pathway Church Site Plan.
- Consider appointing Ms. Sandy Schlinder to the Library Board to fill the seat vacated by Dale Haverkamp. This appointment will expire in March of 2017.
- Consider a Road Closure Request: Tanganyika Wildlife Park has been meeting with Chief Houston, Director of Community Development Justin Givens, and Public Works Operations Manager Tylor Struckman as well as representatives of Sedgwick County. TWP is requesting partial closure of Springhill Court, and a brief closure of Maple & the northern portion of 183rd Street until the initial wave of runners are through the intersection. The remainder of the event will be "share the road".
- Electric Service to Linear Park: Staff will present a request to install a new electric service on the south side of the restroom building. Estimated cost is less than \$2,500 for the installation.
- Sewer Lagoon Erosion Control Project: The embankment of the southeastern most wastewater lagoon is rapidly deteriorating and is in need of stabilization. City staff is gathering estimates to remedy the situation. I do not have a price estimate at this time but after consulting with Tylor, believe it will be less than \$5000.

- Sedgwick County Hazard Mitigation Plan: In order to receive FEMA in the event of a catastrophe a current hazard mitigation plan must be in on file with FEMA. This is a county wide plan with Sedgwick County updating the plan every three to five years. The plan that needs adoption by the governing body is located on Sedgwick County's web site http://sedgwickcounty.org/emermgmt/planning/mitigation_plan.pdf. There is no cost associated with the adoption of the plan as it is administrative in nature.
- Discussion of July 4th Impact on City Services: This is the annual discussion with City staff on the perceived impact on City services responding to issues associated with the July 4th holiday.
- Financial Items: City Treasurer Matt Lawn will present the May Financial Report and request authorization to process the 2nd quarter transfers. Based on discussion that occurred during the Sewer Budget discussion staff will present a request that omits transfers from the Sewer Fund for the remainder of 2014. The City Council may still make the transfer if desired by a majority vote. The final item will be discussion of the 2015 General Fund Budget.

Respectfully Submitted,

Brian

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City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for July 7th
Date: July 7, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City during this 2015 budget season.

- Road Project Authorizations: An RFQ process will be presented at the July 21st Council Meeting. If approved, the RFQ will be distributed to multiple (at least 3) traffic engineering firms.
- Walnut Street Project: Contractor mobilization is ongoing. The project will be complete by August 8th.
- Sales Tax Ballot Measure Webpage: The City has a webpage on the issue. The page includes frequently asked questions, roadway repair project cost estimates, and a links to several area media news stories pertinent to Goddard's ballot measure. Information on the webpage was included in the July Goddard Glance. The City will host two (2) open houses to answer questions from the public. The dates selected are July 22nd & July 31st from 7 pm to 8:30 pm. The link to the page may be found: <http://www.goddards.gov/salestax/>
- South Kellogg Frontage Road Drainage: The intersection of Kellogg Drive & Cindy Street (platted) is retaining water. City Engineer Harlan Foraker is working to mitigate the issue as cost effectively as possible. Staff will present a proposal for the Governing Body at the August 18th regular meeting.

UPCOMING MEETINGS & EVENTS:

- Municipal Court arraignment docket is **Tuesday, July 8th** at 7pm in the City Council Chambers.
- Planning Commission Meeting is **Thursday, July 10th** in the City Council Chambers.
- Regular Chamber of Commerce meeting is **Wednesday, July 9th** at 6pm in Vrana Chiropractic.
- Brush & Compost Site is open **Saturday, June 12th** from 9am to noon.
- Regular Council meeting is **Monday, July 21st** at 7pm in the City Council Chambers.
- Municipal Court trial docket is **Monday, July 21st** at 1pm in the City Council Chambers.
- Municipal Court arraignment docket is **Tuesday, July 22nd** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for July 21st
Date: July 21, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City during this 2015 budget season.

- Traffic Impact Study: This item has been deferred to an August meeting when we will discuss the RFQ process. If approved, the RFQ will be distributed to multiple (at least 3) traffic engineering firms.
- Walnut Street Project: The top 6" of asphalt has been removed. Flyash was applied to the roadway today and will require three days to cure. During this period crews are removing and pouring driveways in the work zone. Next week will see the contractor applying the first layer or base lift of asphalt. After the first layer of asphalt is down the second layer or final lift will be applied. The project will be complete by August 8th.
- Sales Tax Ballot Measure Webpage: There will be an open house tomorrow from 7:00pm–8:30pm at the Goddard Public Library. The City has a webpage on the issue. The page includes frequently asked questions, roadway repair project cost estimates, and a links to several area media news stories pertinent to Goddard's ballot measure. Information was included in the July and August Goddard Glance Editions. The City will host a final open house on Thursday, July 31st to answer questions from the public between 7 pm to 8:30 pm. The link to the page may be found: <http://www.goddardks.gov/salestax/>
- South Kellogg Frontage Road Drainage: The intersection of Kellogg Drive & Cindy Street (platted) is retaining water. City Engineer Harlan Foraker is working to mitigate the issue as cost effectively as possible and bids are being solicited. Staff will present a proposal for the Governing Body at the August 18th regular meeting.
- Crosswalk Painting & School Zone Lights: School begins in about two weeks and Public Works staff is working to paint crosswalks and get the school zone traffic warning lights operating in time for the start of school.
- Water Supply Line Project: This project is complete and the final pay request and retention fee will be released late this week or early next week.
- Street Paving, Pathway & Park Planning Survey: At the August 4th Regular City Council Meeting Staff will present an authorization request for \$15,000 to survey 183rd Street, the area for the Community Entry Way, and an area for a potential park north of Kellogg.
- Neighborhood Drainage: Staff is working with the City Engineer and neighbors in parts of St Andrew's to investigate the cause of backyard flooding and potential mitigation options. The affected areas are scheduled for surveying over the next two weeks.
- Water Valve Replacements: Water Division personnel are will be replacing a water valve in the area of 3rd & Elm this week. Staff is also working to isolate the correct water valves that need to be closed so that a

water valve in the area of 4th & Craig can be removed. This valve was scheduled for replacement two weeks ago but because the flow of water could not be stopped the dig was differed and the dig site filled in.

- Municipal Court: Today was the first daytime trial date. The trials were uneventful.

UPCOMING MEETINGS & EVENTS:

- Sales Tax Open House is **Tuesday, July 22nd** at 7pm in the Public Library.
- Municipal Court arraignment docket is **Tuesday, July 22nd** at 7pm in the City Council Chambers.
- Sales Tax Open House is **Thursday, July 31st** at 7pm in the City Council Chambers.
- Regular City Council Meeting is **Monday, August 4th** at 7pm in the City Council Chambers.
- National Night Out is **Tuesday, August 5th** at 7pm in Linear Park.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for July 28th
Date: July 30, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City during this 2015 budget season.

- 2015 Budget Hearing: The hearing is slated for August 11th as the Notice of Public hearing was omitted from this week's Times-Sentinel. The Times-Sentinel will publish the notice and a brief article in this week's edition on July 31st. The hearing will be at 7pm at which time the public hearing will be conducted with the purpose of soliciting public comment on the proposed budget. There will be no addition business conducted at the August 11th meeting.
- Traffic Impact Study: This item has been deferred to an August meeting when we will discuss the RFQ process. If approved, the RFQ will be distributed to multiple (at least 3) traffic engineering firms.
- Walnut Street Project: Crews completed the pouring of concrete driveways and have completed laying asphalt. All that remains is the marking of the roadway. The project will be complete by August 8th.



- Sales Tax Ballot Measure Webpage: There will be an open house tomorrow on July 31st from 7:00pm–8:30pm in the City Council Chambers. The City has a webpage on the issue. The page includes frequently asked questions, roadway repair project cost estimates, and a links to several area media news stories

pertinent to Goddard's ballot measure. Information was included in the July and August Goddard Glance Editions. The link to the page may be found: <http://www.goddardks.gov/salestax/>

- South Kellogg Frontage Road Drainage: City Engineer Harlan Foraker met with Public Works Operations Manager Tylor Struckman and myself to craft an in house solution to mitigate the standing water issue. Staff will present a proposal for the Governing Body at the August 18th regular meeting.
- Crosswalk Painting & School Zone Lights: School begins August 13th and Public Works staff continue their work painting crosswalks and preparing the school zone traffic warning lights for operation.
- Street Paving, Pathway & Park Planning Survey: At the August 4th Regular City Council Meeting Staff will present an authorization request for \$15,000 to survey 183rd Street, the area for the Community Entry Way, and an area for a potential park north of Kellogg.
- Neighborhood Drainage: Staff is working with the City Engineer and neighbors in parts of St Andrew's to investigate the cause of backyard flooding and potential mitigation options. The affected areas are scheduled for surveying over the next two weeks.
- Water Valve Replacements: Water Division personnel are will be replacing a water valve in the area of 3rd & Elm this week. Staff is also working to isolate the correct water valves that need to be closed so that a water valve in the area of 4th & Craig can be removed. This valve was scheduled for replacement two weeks ago but because the flow of water could not be stopped the dig was differed and the dig site filled in.
- Linear Park Parking Areas: Due to overnight parking in Linear Park that has resulted in trash & debris being more visible, staff has ordered "No Overnight Parking" for all Linear Park parking areas. The signage should be placed within the next two weeks and will be reported in a future report.
- 2nd Quarter Reports: Staff will present second quarter reports on August 4th. The look has been streamlined and will reflect the appearance of the Goddard Glance as condensed narrative. Depart detail information/numbers will be included behind the condensed narrative. Staff reports will focus on the narrative sheet and you are encouraged to contact each department head with questions on the detail pages.
- Water Service Repairs: This week a Public Works crew will be making repairs to water services in the 104000 block of West Kellogg and the 200 block of Swanee. Customers have been notified of the repair by door hangers and the Goddard Pulse notification system. Work will continue on excavation site remediation. For the 2014 year staff has remediated 26 sites with 5 locations to be completed. Staff is following up on a location in the 1200 block of East Harvest Lane regarding concrete discoloration and apparent settling around a meter can located in a driveway.

UPCOMING MEETINGS & EVENTS:

- Sales Tax Open House is **Thursday, July 31st** at 7pm in the City Council Chambers.
- Regular City Council Meeting is **Monday, August 4th** at 7pm in the City Council Chambers.
- Local Sales Tax Ballot Question is **Tuesday, August 5th**.
- National Night Out is **Tuesday, August 5th** at 7pm in Linear Park.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of August 4th
Date: August 4, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City during this 2015 budget season.

- 2015 Budget Hearing: The hearing is slated for August 11th as the Notice of Public hearing was omitted from this week's Times-Sentinel. The Times-Sentinel will publish the notice and a brief article in this week's edition on July 31st. The hearing will be at 7pm at which time the public hearing will be conducted with the purpose of soliciting public comment on the proposed budget. There will be no addition business conducted at the August 11th meeting.
- Traffic Impact Study: This item has been deferred to the August 18th meeting when we will discuss the RFQ process and the level of Governing Body participation in the RFQ analysis. Once determined the RFQ will be distributed to multiple (at least 3) traffic engineering firms.
- Wastewater Treatment Facility: At the August 18th meeting Staff will discuss the RFQ process and the governing body's level of participation in the analysis of the RFQ proposals.
- Sales Tax Ordinance: If the sales tax ballot question is approved by Goddard Voters Staff will present an ordinance for the Council's consideration. The ordinance will request the Secretary of Revenue levy the tax as approved by the voters. The ordinance must be presented to the Department of Revenue at least 90 days prior to the first day of a new calendar quarter to begin collection of the sales tax. Adopting the ordinance will enable more than the required 90 day notification to the Department of Revenue. If the sales tax question is not adopted by Goddard voters there will be no ordinance presented.
- Sales Tax Ballot Measure Webpage: The City held two open house events to answer questions from residents and members of the Goddard Community. The first session was held on July 22nd in the Goddard Public Library with 20 residents attending. The

second session was held on July 31st in the City Council Chambers with 8 non-City employee attendees.

The City has a webpage on the issue. The page includes frequently asked questions, roadway repair project cost estimates, and a links to several area media news stories pertinent to Goddard's ballot measure. Information was included in the July and August Goddard Glance Editions. The link to the page may be found:

<http://www.goddards.gov/salestax/>

- South Kellogg Frontage Road Drainage: City Engineer Harlan Foraker met with Public Works Operations Manager Tylor Struckman are working to craft in a house drainage solution for the persistent standing water problem on the frontage road. The cause of the standing water is sprinkler system run-off. More information will be presented next week on the proposed solution.
- Crosswalk Painting & School Zone Lights: School begins August 19th and Public Works staff is working with KDOT for material to mark the crosswalks throughout town. This material comes at no cost to the City. The school zone traffic warning lights are ready for operation.
- Neighborhood Drainage: Staff is working with the City Engineer and neighbors in parts of St Andrew's to investigate the cause of backyard flooding and potential mitigation options. The affected areas have been surveyed and are being analyzed to determine the best course of action to mitigate the standing water.
- Linear Park Parking Areas: Due to overnight parking in Linear Park that has resulted in trash & debris being more visible, staff has ordered "No Overnight Parking" for all Linear Park parking areas. The signage should be placed within the next week and will be reported in a future report.
- 2013 Audit: Auditor Randy Ford will present the 2013 audit at the August 18th meeting.

UPCOMING MEETINGS & EVENTS:

- Local Sales Tax Ballot Question is **Tuesday, August 5th**.
- National Night Out is **Tuesday, August 5th** at 7pm in Linear Park.
- City Compost & Brush/Limb Pile Site is open **Saturday, August 9th** from 9am to noon.
- 2015 Budget Hearing is **Monday, August 11th** at 7pm in the City Council Chambers.
- Chamber of Commerce General Meeting is **Thursday, August 14th** at noon in Pizza Hut.
- Planning Commission meeting is **Thursday, August 14th** at 7pm in City Council Chambers.
- Regular City Council meeting is **Monday, August 18th** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of August 11th
Date: August 11, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the City during the week of August 11th – August 17th.

- Traffic Impact Study: The RFQ process and the level of Governing Body participation in the RFQ analysis will be presented at the August 18th regular meeting. Once determined the RFQ will be distributed to multiple (at least 3) traffic engineering firms.
- Wastewater Treatment Facility: Staff will discuss the RFQ process and the governing body's level of participation in the analysis of the RFQ proposals at the August 18th meeting.
- Sales Tax Ordinance: The sales tax ballot question has been approved by Goddard Voters therefore Staff will present an ordinance requesting the Secretary of Revenue levy the tax as approved by the voters. The ordinance must be presented to the Department of Revenue at least 90 days prior to the first day of a new calendar quarter to begin collection of the sales tax. Adopting the ordinance will enable more than the required 90 day notification to the Department of Revenue.
- South Kellogg Frontage Road Drainage: City Engineer Harlan Foraker met with Public Works Operations Manager Tylor Struckman are working to craft in a house drainage solution for the persistent standing water problem on the frontage road. The cause of the standing water is sprinkler system run-off. More information will be presented next week on the proposed solution.
- Crosswalk Painting & School Zone Lights: School for USD 265 children begins August 19th. Public Works staff has successfully ordered the Type II crosswalks from KDOT to mark the crosswalks throughout town. The type II crosswalks will be received in November. Staff is painting 10 crosswalks that do not meet reflectivity standards. This material comes at no cost to the City. The school zone traffic warning lights are ready for operation and are currently active during the restricted school zone speeds.
- Neighborhood Drainage: Staff is working with the City Engineer and neighbors in parts of St Andrew's to investigate the cause of backyard flooding and potential mitigation

options. The affected areas have been surveyed with a meeting scheduled for Wednesday morning to determine possible courses of action.

- 2013 Audit: Auditor Randy Ford will present the 2013 audit at the August 18th meeting.
- STAR Bond: Staff anticipates presenting a petition form a Community Improvement District within the western portion of the STAR Bond District. This CID is a component of the STAR Bond Project Plan that was approved by the City on April 21, 2014 and State of Kansas on May 8, 2014. More information and copies of all STRA Bond documents may be found online <http://www.goddardks.gov/starbond/>
- Planning Commission Agendas & Minutes: Planning Commission minutes are available for download from the City's website. The minutes are available at <http://www.goddardks.gov/Departments/PlanningCommission/MeetingsPlanningCommission/> The May minutes have been tabled as there was not a majority of attendees present in June who attended therefore the minutes were tabled. There was no July meeting. The next planning commission meeting is Thursday, August 14th and the topic is sign regulations.
- Mosquito Spraying: City crews will be spraying mosquitoes this week. Street Division Lead Gary Medley is checking wind speed each evening at 9pm if wind conditions are less than 10 mph he will fog the entire city.
- STO & UPOC Update: The 2014-15 Uniform Public Offense Code "UPOC" and Standard Traffic Ordinance "STO" have been received from the League of Kansas Municipalities. The annual update contains legislative changes to these standardized traffic & criminal codes. Staff will present the code and ordinances that contain any local exemptions from the UPOC & STO at the September 2, 2014 regular meeting.
- Street Sweeping: The street sweeper will be sweeping streets in Old Town this Thursday.

UPCOMING MEETINGS & EVENTS:

- Chamber of Commerce General Meeting is **Thursday, August 14th** at noon in Pizza Hut.
- Planning Commission meeting is **Thursday, August 14th** at 7pm in City Council Chambers.
- Regular City Council meeting is **Monday, August 18th** at 7pm in the City Council Chambers.
- **Monday, September 1st City Offices will be closed in observance of Labor Day. Emergency crews and GPD will be working regular shifts to respond to emergencies. On-call Public Works staff will conduct daily checks of the utility systems and respond on an emergency basis.**
- Regular City Council meeting is **Tuesday, September 2nd** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of August 18th
Date: August 18, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for this week.

- South Kellogg Frontage Road Drainage: Staff will begin construction on the frontage road the first half of next. Staff will install a small catch basin and extend pipe to the drainage ditch. Estimated cost for parts is less than \$1,000.
- Crosswalk Painting & School Zone Lights: Crosswalks have been painted and school zone signals are functioning properly in anticipation of the start of school on Tuesday, August 19th.
- STAR Bond: A petition calling for a public hearing to create a Community Improvement District within the western portion of the STAR Bond District will be presented at special City Council meeting on Monday, August 25th at 7pm. This CID is a component of the STAR Bond Project Plan that was approved by the City on April 21, 2014 and State of Kansas on May 8, 2014. More information and copies of all STAR Bond documents may be found online <http://www.goddardks.gov/starbond/>
- Mosquito Spraying: Due to recent City crews will be spraying mosquitoes several times each week. Street Division Lead Gary Medley is checking wind speed each evening at 9pm if wind conditions are less than 10 mph he will fog the entire city.
- STO & UPOC Update: The 2014-15 Uniform Public Offense Code "UPOC" and Standard Traffic Ordinance "STO" have been received from the League of Kansas Municipalities. The annual update contains legislative changes to these standardized traffic & criminal codes. Staff will present the code and ordinances that contain any local exemptions from the UPOC & STO at the September 2, 2014 regular meeting.

- Council Retreat: Staff present a discussion item at the September 2nd meeting for the potentially scheduling of a Governing Body retreat in the autumn.
- 2014 Work Plan Update: Staff will submit a draft update for the 2014 Governing Body work plan with the August 25th City Administrator Report in advance of the September 2nd discussion. The update incorporates items that have been deferred to later dates as well as new issues that have arisen throughout the year.
- Linear Park Parking: The signage restricting parking of vehicles overnight in Linear Park have been installed.



UPCOMING MEETINGS & EVENTS:

- Special City Council meeting is **Monday, August 25th** at 7pm in the Council Chambers.
- **Monday, September 1st City Offices will be closed in observance of Labor Day. Emergency crews and GPD will be working regular shifts to respond to emergencies. On-call Public Works staff will conduct daily checks of the utility systems and respond on an emergency basis.**
- Regular City Council meeting is **Tuesday, September 2nd** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

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P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of September 1st
Date: September 2, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the week of September 1st through September 8th.

STAR Bond: Staff plans to present an ordinance for the STAR Bond which authorizes the issuance and execution of bond documents at the September 15th regular meeting.

STAR Bond Zoning: The Planning Commission will meet in a special meeting to conduct a public hearing for the creation of a CID on September 18th at 7pm. The City Council will take action on the zoning at the October 6th regular meeting.

Governing Body Retreat: Dr. John Nalbandian has agreed to facilitate the retreat, which will focus on the effective partnership between elected officials and staff, expectations and obligations between the city council and staff to implement good policy and governance, planning & goal setting. The session will run between 9 am and 4pm with a working lunch. The dates available are all Saturday's. October 18th, October 25th, and November 1st. Please check your calendars as we need to nail a date as soon as possible. Dr. Nalbandian has served as a City Councilor and Mayor for the City of Lawrence. He has a worldwide reputation as a professor of public administration.

Traffic Impact Study RFQ: The Traffic RFQ will be distributed to at least 3 engineering firms the second week of September.

Accessibility Signage: In an effort to modernize and present a more active lifestyle for Goddard residents and our visitors. Staff will present a new sign to replace current handicap signage. The cost is less than \$300 and will need to occur to meet reflectivity standards. If adopted, Goddard would be the first City in the nation to fully implement the new signs. Merriam, Kansas has adopted the new standard while Lawrence and Olathe are currently considering the matter.

Kansas City (Mo), New York City, and the State of New York have all adopted the new standard but have not fully implemented the new signage.



Wastewater Treatment Facility Storage: Staff will present options for the placement/construction of a storage building to protect chemicals from the weather. These chemicals must kept above freezing to be effective in plant operations.

LKM Delegates: The City will need to appoint 2 delegates to the League of Kansas Municipalities meeting. This item will occur at the September 15th meeting. If you are interested in attending the meeting in Wichita from October 11th through the 13th please see City Clerk Teri Laymon.

Interest Rate Return: Last meeting (08.18.2014) Staff was asked about interest rates. The following is the list of institutions and their rates: Bank of the West (checking) 0.32%, Bank of the West (money market) 0.19%, Emprise (checking) 0.01%, Emprise (money market) 0.01%, Commerce Bank (money market) 0.01%, First National Bank of Hutchinson 0.01%, Kansas Municipal Investment Pool 0.02%.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of September 8th
Date: September 10, 2014

Honorable Mayor and City Council;

Below is a highlight of issues & activities for the City during the week of September 8th – September 14th.

Public Works

Water Division:

- Crews will be mowing public rights-of-way with the pull behind mower.
- Remediate previous excavation sites in the 200 block of N. Elm, 00 block of Swanee, and the 300 block of S. Main.
- Water service repairs will occur in the 300 block of S. Richard Road, and 20 block of Cedar Pointe Ct.
- Crews will work to repair a water main leak between wells 7 & 8. Wells 7 & 8 are not being used to allow the area to dry. There is no service impact for this repair, which should an entire work day.
- Employee Kyle Berger has given his termination of employment notice. He is leaving the City to begin work as a Firefighter/EMT with Butler County Fire. We wish well and may he be safe.

Sewer Division:

- Crews will continue to focus on plant operations and maintenance activities.
- Mow & weed trim the facility grounds and lagoons.
- Repair pump 12.

Streets & Parks Division:

- Repair City kennels to comply with State of Kansas regulations.
- Work on remediating the south frontage road drainage project.
- Crews will work on a stormwater drainage issue on Timmy Ct.
- Street sweep Old Town.

- Apply new cross walk markings around town.
- Weed trim Pate Addition fence line and Swannee drainage easement & rake playgrounds.

Community Development

Planning & Zoning:

- Meeting with the STAR bond design team to review preliminary design and Goddard's development & design review process.
- Presented Baalman 1st Addition Plat for a single family residential parcel (5 acres) with the balance to remain zoned for agricultural use. This item will be presented for approval at the September 15th regular meeting.
- Working on STAR Bond area rezoning and conditional use agenda items for the September 18th special planning commission meeting. This item will be presented to the Governing Body at the October 6th regular meeting.
- Comprehensive Plan Update & Zoning Code review for the November 13th planning commission meeting. The planning commission is scheduled to consider recommendation to the City Council for adoption of the zoning code at the December 11th regular meeting. The City Council will consider the adoption of the zoning code update at the December 15th regular meeting. This action will entail passage of an ordinance amending Chapter 16, Article 2, Section 16-201 to adopt by reference.

Community Development:

- Worked on sales tax collection data for the STAR Bond underwriters revenue study.
- Conducted an after-action-review with Public Works, GPD, and Tanganyika Wildlife Park to review the process and procedures for the 2014 Tiger Trot. To date the City has not received a single complaint on the event.
- Continue work with restaurant site selector for a possible location in Goddard. This effort includes site plan preparation and development & design review process.

Building & Inspections:

- Meet with MAPDC & SCFD on secondary lane requirements for a possible retail location.
- Address action items to remediate and/or reduce neighborhood drainage concerns. Justin is working with individual property owners to secure access & hold harmless agreements for the work of city crews.

Code Enforcement:

- Staff has received 1 anonymous complaint using the City's code concern reporting website. Last week staff initiated 28 code case actions. The governing body will receive a monthly list of code actions & case dispensation status for the month of September at the October 6th regular meeting. A full list will be presented during staff quarterly reports at the October 20th regular meeting.
- Continue "Clean Sweep" activities with a focus on junk motor vehicles.
- The truck stop property will go up for sale on September 15th at 1:30pm (bidder registration begins at 12:30) for unpaid taxes. The property is appraised at \$365,590. There are more than \$17,000 in back property taxes, approximately \$4,500 in City of

Goddard code violation clean-up costs, and may have additional site remediation costs associated with 2.6 acre property.

Animal Control:

- Complete the dog kennel rehab in preparation for a follow up inspection by the State of Kansas.

Goddard Police Department

- The transition to the KBI's new records management system is complete and cases are being reported using the new system.
- Officer Charles graduates from KLETC at the end of the week. He will begin his 90 day field training period beginning next week.
- Annual inventory of equipment begins this week.

Administration

- Team Meeting: The bi-weekly executive team met on Monday, September 8th to review agenda for the September 15th regular meeting. Staff reviewed the purchase card expenditure reporting process that will begin this month (More information on this below).
- Library Board: I attended the September 8th regular Goddard Library Board meeting. The board discussed the circulation report, financials, the installation of a laptop bar, the pay for the Library Director position, they added a notary service, and are developing a library brochure to highlight programs and service offerings. The board shared with me the need for new carpet in the front half (high traffic area) of the building. I believe this is an issue that can be addressed within the 2015-16 capital improvement program. Staff continues to request agendas and agenda material in advance of the meeting and I hope this practice begin in October. Previous Library Board minutes are available for download at <http://goddardks.gov/LibraryBoard/>.
- Purchase Card Expenditures: Purchase card expenditure reporting will begin, at the consensus request of Council, later this month. I will email a memo describing each expenditure, its amount, and justification, by department to the governing body.
- Fall Fest Planning Committee: The Mayor, Council Member Blubaugh, and the Assistant to the City Administrator attended the Tuesday, September 9th meeting. The City's responsibilities will include trash collection, traffic barricades, and citizen notification for temporary road closure on the parade route.
- Park Board: Chapter XII, Article 2 of the City code has a Park Advisory Board provision. The board consist of 1 City Council member and 5 members appointed to staggered 3-year terms. We will discuss the use of this board during the October 6th regular meeting as well as how this group could be fit into the implementation of the Community Plan.
- City of Wichita Frontage Road Project: The City of Wichita is proceeding with the construction phase of their frontage road project that runs from 119th Street to 151st Street. As a result of the project and their extension of services, the City of Goddard will lose 3 water customers. I am working with the City Attorney to finalize the transition agreement. This item should be presented sometime in October.

UPCOMING MEETINGS & EVENTS:

- Chamber of Commerce General Meeting is **Thursday, September 11th** at noon in Pizza Hut.
- Planning Commission meeting is **Thursday, September 11th** at 7pm in City Council Chambers.
- Regular City Council meeting is **Monday, September 15th** at 7pm in the City Council Chambers.
- Planning Commission special meeting is **Thursday, September 18th** at 7pm in City Council Chambers.
- **Fall Festival is Saturday, October 4th.**
- Regular City Council meeting is **Monday, October 6th** at 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of September 15th
Date: September 15, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the week of September 15th through September 21st a more detailed report will follow.

STAR Bond Zoning: The Planning Commission will meet in a special meeting to conduct a public hearing for the creation of a CID on September 18th at 7pm. The City Council will take action on the zoning at the October 6th regular meeting.

Governing Body Retreat: The retreat date has been set for Saturday, November 1st. The retreat will run from 9am until 4pm with a working lunch. Dr. John Nalbandian will facilitate. He will focus on the effective partnership between elected officials and staff, expectations and obligations between the city council and staff to implement good policy and governance, planning & goal setting. Dr. Nalbandian has served as a City Councilor and Mayor for the City of Lawrence. He has an international reputation as a professor of public administration with an emphasis on Governing Body-Staff relations.

183rd & Kellogg (North) Intersection: The area where the frontage road intersects into 183rd and where 183rd tapers into Kellogg is need of repair. Staff is working to gather a couple of options for the Council to consider. The work will take several days to accommodate school traffic and will require lane closure while the work is being performed. We are working to close one lane each day while the surface layer is milled off. A partial closure will need to occur when the asphalt is overlaid and the taper is put in place for Kellogg. I hope to have something to present in October.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of October 6th
Date: October 6, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the week of October 5th through October 12th.

STAR Bond Zoning: The Planning Commission will meet in a special meeting to conduct a public hearing for the creation of a CID on September 18th at 7pm. The City Council will take action on the zoning at the October 6th regular meeting.

183rd & Kellogg (North) Intersection: I continue to hold out hope to have this intersection milled down during the 2014 calendar year. It has been surprisingly difficult to locate a contractor who can schedule the work this fall.

Winter Weather Prep: : Crews are preparing equipment for winter operations and will conduct a winter response dry run this week in preparation for the City's storm response. All snow routes will be driven by each driver and all equipment will be operated to ensure functionality. Public Works staff will also ensure there is an ample supply of inventory for road blades, hoses, clamps, etc. A report will be provided to the governing body at the October 20th regular meeting.

STAR Bond Closing: The City has closed on \$35,000,000 in STAR Bonds and Goddard Destination LLC, has title to the project property. City staff is working with the developers to develop a site plan and begin preliminary design for site improvements. I hope to be able to provide additional information on the hotel and natatorium within the next several weeks.

Water Rights Perfection: The City has received notice from the State Department of Agriculture that it is time for the City to extend our water rights. There is no action to be undertaken by the City Council as it entails paperwork by the City Engineer and City Administrator. I share this information because of our water system's strategic value. Goddard is only one of two first tier suburbs who do not purchase water from the City of Wichita.

Purchase Policy Update: A draft purchase policy update will be presented for review and comment at the October 20th regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Position Description & Pay Ranges: A comprehensive position description and pay plan will be presented for review and comment at the October 20th regular meeting. The pay ranges presented are based on the average ranges of all first tier metro cities.

Water Valve Vacuum Rental: Public Works Operations Manager Tylor Struckman will present a request to rent a large vacuum to clean out water valves compacted with years of dirt and debris. The governing body authorized the rental last year at a cost of \$3,600 for a one week rental. The department lacks the ability to expeditiously perform the task of the vacuum.

Turn Lane Striping: Public Works crews will be working on striping travel lanes during the next several weeks. The City's social media outlets will be a local version of "Give'em a Break" pushing roadway awareness for work crews.

Comprehensive Plan Update: The Planning Commission is meeting October 9th to review the final draft to the Comprehensive Plan update, which is slated for approval by the Planning Commission at their November 13th regular meeting. The City Council will likely consider formal at the November 17th Planning Commission meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's December 11th regular meeting with the City Council considering the item at the December 15th regular meeting.

Upcoming Events

Planning Commission Regular Meeting, October 9th at 7pm at City Hall.

Library Board Regular Meeting, October 13th at 7pm in the Library.

Municipal Court Arraignment Docket, October 14th at 7pm at City Hall.

Regular City Council Meeting, October 20th at 7pm at City Hall.

Municipal Court Trial Docket, October 20th at 1pm at City Hall.

Municipal Court Arraignment Docket, October 28th at 7pm at City Hall.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of October 20th
Date: October 20, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

STAR Bond: Director of Community Development Justin Givens and I are working with the master developer and principal component developers to develop a site plan and to coordinate a development timeline for the hotel, natatorium, and ball fields. We are also working to secure additional businesses to the district.

183rd & Kellogg (North) Intersection: I continue to hold out hope to have this intersection milled down during the 2014 calendar year. It has been surprisingly difficult to locate a contractor who can schedule the work this fall.

Purchase Policy Update: A draft purchase policy update was to be presented for review and comment this evening. This item will be presented for review and comment at the November 3rd regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Position Description & Pay Ranges: A comprehensive position description and pay plan was to be presented for review and comment at this meeting. I did not feel as if I had sufficient time to digest the documents so the matter was differed one meeting. It will be presented at the November 3rd regular meeting for review and comment with adoption occurring later in November or early December. The pay ranges presented are based on the average ranges of all first tier metro cities.

Turn Lane Striping: Public Works crews will be working on striping travel lanes on Thursday (10/23). The City's social media outlets will be a local version of "Give'em a Break" pushing roadway awareness for work crews.

Comprehensive Plan Update: The Planning Commission is meeting October 9th to review the final draft to the Comprehensive Plan update, which is slated for approval by the Planning Commission at their November 13th regular meeting. The City Council will likely consider formal at the November 17th Planning Commission meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's December 11th regular meeting with the City Council considering the item at the December 15th regular meeting.

Comprehensive Financial Policy: Staff has substantially complete a comprehensive document that encapsulates the entirety of all City financial policies and practices into one document. The purpose of this document is create an easy to access go to source for questions that citizens, elected officials and staff may have on a particular financial matter. This document will presented at the November 3rd regular City Council meeting for review and comment. Staff will request adoption of this document at the November 17th or December 1st City Council meeting.

Water Conservation Plan: This item is scheduled for action in December of this year but at the request of KDHE and the Water Office, the document will presented at the November 3rd regular meeting. This is a standard document that should be updated every five years or when the water distribution system has a significant change in its operations. The installation of the 16" water supply coupled with the recent addition of the 500,000 water storage ground tank qualifies as such. Because this document is routine in nature Staff will request adoption when presented.

Master Fee Schedule: The City Council reviewed the list of fees and directed staff to construct a comprehensive document detailing a comprehensive listing of all administrative fees. This document will be presented for review and comment at the November 17th regular meeting with adoption occurring at the December 1st regular meeting.

Playground Equipment Dedication: Please select a day & time for the playground equipment dedication.

Upcoming Events

Regular City Council Meeting, November 3rd at 7pm at City Hall.

Library Board Regular Meeting, November 10th at 7pm in the Library.

Planning Commission Regular Meeting, November 13th at 7pm at City Hall.

Municipal Court Trail Docket, November 17th at 1pm at City Hall.

Regular City Council Meeting, November 17th at 7pm at City Hall.

Municipal Court Arraignment Docket, November 25th at 7pm at City Hall.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of November 3rd
Date: November 3, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

STAR Bond: There is nothing new to report on the project. We hope to have a site plan finalized within the next couple of weeks.

183rd & Kellogg (North) Intersection: I continue to hold out hope to have this intersection milled down during the 2014 calendar year. It has been surprisingly difficult to locate a contractor who can schedule the work this fall.

Purchase Policy Update: A draft purchase policy update was to be presented for review and comment this evening. This item will be presented for review and comment at the November 17th regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: Earlier this year the Community Strategic Plan was completed. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The action agenda is a set of potential programs for the implementation of the community plan which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: Please identify dates on your calendar for a workshop(s) to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: Staff will present a draft ordinance for review and comment at the November 17th meeting. We hope to consider the ordinance with any changes at the December 1st regular meeting. The ordinance would prohibit the use of tobacco and e-cigs in parks and public space, including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: The update is slated for approval by the Planning Commission at their December 11th regular meeting. The City Council will likely consider adoption at a January meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's January 8th regular meeting with the City Council considering the item in a March regular meeting.

Master Fee Schedule: The City Council reviewed the list of fees and directed staff to construct a comprehensive document detailing a comprehensive listing of all administrative fees. This document will be presented for review and comment at the November 17th regular meeting with adoption occurring at the December 1st regular meeting.

Traffic Impact Study: This document should be distributed this week. The delay is due in large part to the specifics required under the scope of work within the RFQ. City Staff, including the City Engineer are working toward the goal of securing state and/or federal funding for the study and/or project. The scope of services must adhere to a detailed set of parameters, which have been identified by KDOT and incorporated into the scope of work with the assistance and direction of the City Engineer.

Cleaning RFP: The RFP has been distributed to 20 potential contractors. The deadline submission is November 21st with a December 1st bid award. At least 3 firms have already visited with the Assistant City Administrator for their bid submittals.

Main Street Traffic Study & Golf Carts: The Director of Community Development completed the traffic count on Friday (10/31) and is currently processing the trip and speed data sets. A report of the findings will be distributed to the Governing Body at the November 17th meeting. Staff will present a review of options for the use of golf carts on roadways at the same meeting.

Park Board Appointments: Please submit the names of potential board members to Mayor Gregory or the City Administrator this week. Mayor Gregory would like to visit with potential board members before making a formal recommendation to the City Council for approval.

Accessibility Signage: The signage should be in place the week of the 10th through the 14th. A press release will be distributed on Friday of this week. Please watch Facebook & Twitter!

Christmas & Holiday Lights: Staff is already working to ensure the functionality of the lights. Staff will begin placing the lights on November 12th as they remove the flags from Veteran's Day observance.

Upcoming Events

Library Board Regular Meeting, November 10th at 7pm in the Library.

City Offices are closed November 11th in observance of Veteran's Day.

Community Thanksgiving Lunch, November 13th from 11:15-12:45.

Planning Commission Regular Meeting, November 13th at 7pm at City Hall.

Municipal Court Trail Docket, November 17th at 1pm at City Hall.

Regular City Council Meeting, November 17th at 7pm at City Hall.

Municipal Court Arraignment Docket, November 25th at 7pm at City Hall.

Regular City Council Meeting, December 1st at 7pm at City Hall.

Holiday Celebration & Tree Lighting is December 6th, more information to follow.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of November 17th
Date: November 17, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

Goddard Development & Growth: I hope to be able to announce the STAR Bond project's hotel flag later this week or early next. Last week I met with the master developer and several potential retailers for the site. Staff continues to work on attracting new business to our community. Additional residential neighborhood options for new construction is an issue that will increase commercial opportunities within the City.

Purchase Policy Update: A draft purchase policy update was to be presented for review and comment this evening but was tabled due to time constraints. This item will be presented for review and comment at the December 1st regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: Earlier this year the Community Strategic Plan was completed. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The action agenda is a set of potential programs for the implementation of the community plan which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: I will follow-up later this week to schedule a workshop date to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: This item was rescheduled for the December 1st regular meeting. The ordinance would prohibit the use of tobacco and e-cigs in parks and public space,

including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: The update is slated for approval by the Planning Commission at their December 11th regular meeting. The City Council will likely consider adoption at a January meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's January 8th regular meeting with the City Council considering the item in a March regular meeting.

Traffic Impact Study: The document has been distributed to several capable firms in the Wichita and Kansas City metro areas. An overview of dates is listed below:

Pre-Proposal Meeting	1pm CST December 1, 2014
Responses to Due from the City	4pm CST December 11, 2014
Proposals Due to the City	2pm CST December 22, 2014
Short List Presentations (if necessary)	December – January
Contract Negotiated with the City	December – January
Council Approval of the Qualified Vendor	December – January

Cleaning RFP: The RFP has been distributed to 20 potential contractors. The deadline submission is November 21st with a December 1st bid award. Several firms have already visited with the Assistant City Administrator for their bid submittals.

Springhill Lift Station: The lift station is not properly venting and needs to be repaired. The estimated cost is \$1400 to repair the ventilation system. Additionally, the primary lift pump has malfunctioned and has been temporarily repaired. It is not known how long this temporary repair will last. The sanitary sewer collection system has two back-up pumps, both of which are inoperable. The cost to repair the two back-up pumps is unknown at this time. Assistant City Administrator Kyler Ludwig will present a request to repair the back-up pumps at the December 1st regular meeting.

New Utility Bill Vendor: Water and Sewer customers should receive the a revamped utility bill on December 1st. The new look was approved on October 6th and will save utility customers \$2,700 annually. *Please see the attached bill for reference.*

Main Street Traffic Study & Golf Carts: The Director of Community Development Justin Givens has completed the traffic count for Main Street. His findings are attached to this report and will be discussed at the December 1st meeting. In addition to the Main Street traffic discussion staff will also present a review of options for the use of golf carts on roadways.

Passing of Pedestrian & Bicycles: State law allows for a minimum passage distance of three feet. This distance is rarely observed and passage usually occurs with little to no reduction in speed.

In an effort to promote a healthy and active lifestyle as well as to maintain the health and safety of residents and travelers within the greater Goddard community staff will present an ordinance that requires a full lane change when passing pedestrians, bicycles, and golf carts at the December 1st meeting. The ordinance will be presented for review and comment.

Park Board Appointments: Please submit the names of potential board members to Mayor Gregory or the City Administrator this week. Mayor Gregory would like to visit with potential board members before making a formal recommendation to the City Council for approval.

Christmas & Holiday Lights: The lighting ceremony is planned for Saturday, December 6th at 6pm on the Library lawn. The street light decorations have been installed. Staff will present a 2015 capital improvement request to increase and improve the number of lights.

Upcoming Events

Municipal Court Arraignment Docket, November 25th at 7pm at City Hall.

Thanksgiving Holiday, November 27th & 28th. City Offices Will Be Closed. GPD and Public Works on-call personnel will be responding to calls.

Regular City Council Meeting, December 1st at 7pm at City Hall.

Holiday Celebration & Tree Lighting is December 6th at 6pm on the Library Lawn.

Library Board Meeting, December 8th at 7pm in the Library Commons.

Municipal Court Arraignment, December 9th, 7pm in the City Council Chambers.

Planning Commission Regular Meeting, December 11th, 7pm in the City Council Chambers.

Regular City Council Meeting, December 15th, 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



City of Goddard

Your Home, Our Community!

P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of December 1st
Date: December 1, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

Goddard Development & Growth: An announcement on the Goddard Destination Development hotel flag is anticipated this week. Staff continues to work on attracting new business to our community. Additional residential neighborhood options for new construction is an issue that will increase commercial opportunities within the City.

STAR Bond Revenue Distribution: The City has received the first distribution of money dedicated to STAR Bond repayment. This first distribution is for Months May through October and totals \$963,971.76. The STAR Bond total issuance is \$30 million with a rate of 6.375%. Bond repayment begins in 2015 with annual payment dates of June 1st & December 1st through 2034. The 2015 STAR Bond debt service payment will total \$1,285,625 and will average \$2.76 million per year from 2016-2033 with a final payment due June 1, 2034. There is also a reserve fund of \$2.7 million to cover any shortfalls. The first distribution covers only one retailer and reflects a strong position as more retailers are added to the district.

Purchase Policy Update: City Clerk Teri Laymon is putting the finishing touches on a draft purchase policy update for review and comment at the December 15th regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: I hope to have this item completed for presentation at the December 15th regular meeting and for discussion at the 2015 Governing Body work plan session. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The

action agenda is a set of potential programs for the implementation of the community plan which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: I will follow-up later this week to schedule a workshop date to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: This item was rescheduled for review and comment on December 15th. The ordinance would prohibit the use of tobacco and e-cigs in parks and public space, including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: The update is slated for approval by the Planning Commission at their December 11th regular meeting. The City Council will likely consider adoption at a January meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's January 8th regular meeting with the City Council considering the item in a March regular meeting.

Traffic Impact Study: City Engineer Harlan Foraker, Director of Community Development Justin Givens, and I hosted the pre-proposal meeting with interested traffic engineering firms. Below is a full draft timeline for the entire project from traffic study to construction. This is an estimate and requires complex calculations for area traffic impact. The study time and KDOT review will drive the schedule as will engineering of the signalization to accommodate the anticipated traffic.

Request for Qualification Advertised	November 17, 2014
Pre-Proposal Meeting	1pm CST December 1, 2014
Responses to Due from the City	4pm CST December 11, 2014
Proposals Due to the City	2pm CST December 22, 2014
Short List Presentations (if necessary)	December 2014 – January 2015
Contract Negotiated with the City	December 2014 – January 2015
Council Approval of the Qualified Vendor	December 2014 – January 2015
Conduct Traffic Study	January 2015 – March
Present Findings to Governing Body	March – April
KDOT Review	March – April
Engineer of Geometrics for Signalization	April – September
Bid Process for Construction	September – October
Construction of Signalization	October 2015 – January 2016

Springhill Lift Station: The lift station's vent was replaced in house saving the City several hundred dollars. The primary lift pump that was repaired continues to work. It is not known how long this temporary repair will last. As reported last meeting (11/17) Assistant City Administrator Kyler Ludwig plans to present a request to repair or replace the sanitary sewer

back-up pumps. Kyler is currently seeking additional bids for consideration at the December 15th regular meeting.

Park Board Appointments: Please submit the names of potential board members to Mayor Gregory or the City Administrator as Mayor Gregory would like to visit with potential board members before making a formal recommendation to the City Council for approval. To date we have four interested citizens.

Christmas Lighting Ceremony & Breakfast with Santa: The lighting ceremony is planned for Saturday, December 6th at 6pm on the Library lawn. The Eisenhower High School Madrigals will be singing carols from 6:15 to 7:15 in the Library. Breakfast with Santa is Saturday, December 13th from 9 am to 11am at the Goddard High School.

Upcoming Events

Holiday Celebration & Tree Lighting is December 6th at 6pm on the Library Lawn.

Library Board Meeting, December 8th at 7pm in the Library Commons.

Municipal Court Arraignment, December 9th, 7pm in the City Council Chambers.

Planning Commission Regular Meeting, December 11th, 7pm in the City Council Chambers.

Breakfast with Santa, December 13th, 9am at the Goddard High School.

Regular City Council Meeting, December 15th, 7pm in the City Council Chambers.

Municipal Court Trial Docket, December 15th, 7pm in the City Council Chambers.

Municipal Court Arraignment, December 23rd, 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator



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To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the December 15th Regular City Council Meeting
Date: December 15, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

Purchase Policy Update: This item was deferred due to staff time constraints but will be presented for review and comment at the January 20th Regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: This item will be presented in conjunction with the 2015 Governing Body Work Plan. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The action agenda is a set of potential programs for the implementation of the community plan which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: I will follow-up later this week to schedule a workshop date to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: This item was rescheduled for review and comment by City Prosecutor Kristen Wheeler. The ordinance would prohibit the use of tobacco and e-cigs in parks and public space, including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: At the December 11th Planning Commission meeting reviewed and set a public hearing date for January 8, 2015. The notice of public hearing will be published in

this week's Times-Sentinel on Thursday, December 18th. A copy of the notice is included with this report. Community Development Director Justin Givens will distribute an executive summary later this week. The City Council should expect to receive the document for adoption at the January 20th or February 2nd regular meeting. *Attachment A*

Variance Hearing: A public hearing will be held at the January 8th planning commission meeting to consider variance request V-2015-01. This hearing will consider a variance on the 20 foot setback requirement for a caretaker's suite. The applicant is requesting to encroach approximately two feet into the setback for the structure. This notice of public hearing will be published on Thursday, December 18th in the Times-Sentinel. A copy of the hearing notice is attached to this report. *Attachment B*

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's February 12th regular meeting with the City Council considering the item in a March regular meeting.

Traffic Impact Study: Request For Proposals are due December 22nd. Interviews with perspective firms will be scheduled the last week of December 2014 or first full week in January 2015 with contract negotiation to follow.

Springhill Lift Station: The primary lift pump that was repaired continues to work. It is not known how long this temporary repair will last. Assistant City Administrator Kyler Ludwig is gathering multiple quotes to present to the Council for consideration to repair and/or replace the sanitary sewer back-up pumps. This item will be presented in January. This item was deferred to provide the Governing Body with multiple options for the repair and/or replacement of the pumps.

Utility Payment Drop Box: Staff will giving the utility drop box in front of City Hall a facelift on Tuesday, December 16th. The repair will include new wood trim, sealant, and signage. Total cost will be less than \$50.

Truck Stop/Food Mart/Shell Station: Just when you thought this matter couldn't get any more convoluted, it does. The sale and transfer of title for the property has been placed on administrative hold pending protest of two lienholders. There is a statute that enables lienholders to protest the sale of the property for a period of up to 365 days to negotiate a settlement with the purchaser on the amount owed by the previous owner. We believe an agreement is close to being reached with at least one lienholder. More information will be conveyed as it is known.

Online Agenda Packets: The process to place to create individual agenda packets will be labor intensive. The soonest this item can occur is after January 1st 2015.

Utility Bill Itemization: Staff has been in contact with the software provider to determine how best to proceed. A bid estimate should be received this week. The current software provider

will need create a new software package to accomplish this task. This item can be discussed in January when more on the cost is known.

Televised City Council Meetings: Staff will be meeting with technology providers on Thursday of this week to determine a tiered system to provide this service. Assistant City Administrator Kyler Ludwig is the staff lead for this item and will present an update in January.

Park Board Appointments: Please anticipate establishing the Park Board at the January 5th meeting.

Upcoming Events

Municipal Court Arraignment, December 23rd, 7pm in the City Council Chambers.

City Hall will close at noon on December 24th and reopen 8am Friday, December 26th in observance of the Christmas Holiday.

City Hall will close at noon on Wednesday, December 31st and reopen 8am Friday, January 2nd in observance of the New Year.

Regular City Council Meeting, Monday, January 5th at 7pm in the City Council Chambers.

Planning Commission Meeting, Thursday, December 8th at 7pm in the Council Chambers.

Municipal Court trial docket, Monday, January 12th at 1pm in the Council Chambers.

Library Board Meeting, Monday, January 12th at 7pm in the Public Library.

City Hall will be closed on Monday, January 19th in observance of Dr. Martin Luther King.

Regular City Council meeting, Tuesday, January 20th at 7pm in the Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator